



**OFFICE OF THE
CITY AUDITOR**

**REPORT OF ACTIVITIES AND FINDINGS
FOR THE PERIOD
SEPTEMBER 16 THROUGH OCTOBER 15, 2004**

A REPORT TO THE SAN JOSE CITY COUNCIL



GERALD A. SILVA
City Auditor

CITY OF SAN JOSÉ, CALIFORNIA

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November 4, 2004

Honorable Members of the City Council
801 North First Street, Room 600
San Jose, CA 95110

In accordance with Charter Section 805(e), I am submitting a written report of the Office of the City Auditor's activities for the period of September 16, 2004 through October 15, 2004 and schedule of audit costs for September 2004.

The monthly report contains the following sections:

- Status of Assignments in Progress
- Other Activities
- Schedule of Audit Costs for September

If you need any additional information, please let me know.

Respectfully submitted,

Gerald A. Silva
City Auditor

GS:bh
Attachment



Office of the City Auditor
Status of Assignments in Progress as of October 15, 2004

	Preliminary Survey	Risk Assessment	Audit Field Work	Report Writing	Projected Issuance Date*
On-going Assignments					
Quarterly Sales and Business Tax Audit	N/A	N/A	On-going		
Cardroom Audit Overview	N/A	N/A	On-going		
Audit Recommendation Follow-up Report	N/A	N/A	On-going		
Annual Financial Audit & Single Audit Overview	N/A	N/A	N/A	N/A	N/A
Pre-emptive Auditor involvement in bond measures O & P and the Strong Neighborhoods Initiative	Completed	Completed	On-going		
Other Revenue Audits	Completed	Completed	On-going		
Petty Cash and Change Funds	Completed	Completed	On-going		
Information Systems Audits	On-going	On-going	On-going		
Assignments In Progress					
Information Technology Department	Completed	Completed	Completed	Completed	November 2004
San Jose Family Camp	Completed	Completed	Completed	In Progress	December 2004
Public Works Transportation Contract Cycle Times	Completed	Completed	Completed	In Progress	
Public Art Project Allocation Process	Completed	Completed	Completed	In Progress	
Management Audit of City Manager Reforms	Completed	Completed	In Progress		
Environmental Services Department Laboratory	Completed	Completed	In Progress		
Northside Community Center	Completed	Completed	In-Progress		
Traffic Calming	Completed	In Progress			
Police Depart. Marked Patrol Vehicle Fleet Size	Completed	In Progress			
San Jose Municipal Water System	In Progress				
Regional Parks Staffing and Maintenance Levels	In Progress				
Assignments Not Yet Started					
Call Center Information and Referral Services					
Los Lagos Golf Course Operations and Finances					
Police Department Radio Channel Staffing **					
Public Works Cost Estimation Process					
Assignments Completed					
SJMWS Compliance with Council Ordinance 26903	Completed	Completed	Completed	In Progress	October 2004
Converged Network RFP	Completed	Completed	Completed	In Progress	August 2004
Review of the CUSP RFP Process	Completed	Completed	Completed	In Progress	June 2004

* Projected Issuance Dates are usually six weeks after Report Writing is completed to accommodate exit conferences, draft report revisions and a three week allowance for the administration to prepare a written response. For the Assignments Completed, the date shown is the actual month of report issuance.

** Deferred

OTHER ACTIVITIES

During September 16, 2004 through October 15, 2004, the City Auditor:

1. Issued a preliminary draft of *An Audit of the City's Cellular Phone Program*.
2. Issued *Report on San Jose Municipal Water System Compliance with City Council Ordinance No. 26903*.
3. Met with various City staff regarding establishing a City hotline.
4. Spoke with the Civil Grand Jury regarding the function of the Office of the City Auditor.
5. Met with City Council Members regarding various audit assignments.

**OFFICE OF THE CITY AUDITOR
SCHEDULE OF AUDIT COSTS
FOR THE MONTH OF SEPTEMBER 2004**

Audit Assignment	Audit Hours	Audit Costs	%¹
Vacation, Sick, and Other Leaves	414	\$31,300	19.6%
General Services Vehicles	237	17,918	11.3
Sales and Business License Taxes ²	344	16,373	10.3
Training	141	10,660	6.7
Administrative ³	161	10,400	6.5
VOIP RFP	122	9,224	5.8
Northside Community Center	119	8,997	5.6
Information Technology Department	118	8,921	5.6
Family Camp	106	8,014	5.0
Holiday	102	7,712	4.8
Contract Cycle Times	98	7,409	4.7
San Jose Municipal Water System	92	6,956	4.4
Revenue Audits	44	3,327	2.1
Recommendations Follow-Up	42	3,175	2.0
Fraud Hotline	40	3,024	1.9
Internal Quality Control	38	2,873	1.8
Traffic Calming	22	1,663	1.0
Jet Fuel	8	605	0.4
Public Art Project Allocation Process	6	454	0.3
Assistance to SJPd on Bay 101	4	302	0.2
Totals	2,258	\$159,307	100.0%
Total Cost Per FMS	\$159,307		

¹ These may be slightly off because of rounding.

² Includes 157 intern hours.

³ Includes 29 intern hours.